



## MEMORANDUM

TO: Faculty Supervising or Mentoring Undergraduate Research  
FROM: Lori Schuyler, Vice President for Planning and Policy  
Laurie Melville, Sr. Assoc. Vice President and University Controller  
RE: Holidays during the Summer Research Period  
DATE: April 20, 2022

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Each summer several hundred students participate in internship or faculty-mentored summer research experiences with financial support from the University. The payment that students receive is based on the number of hours they participate in their research or internship, at the current rate of \$12.50 per hour. Due to federal labor laws, some students who participate in faculty-mentored research must be treated as employees, based on the nature of the research experience. Because those students must be paid on an hourly basis, concern has been raised about how to ensure they are able to earn the full \$5000 possible for a UR Summer Fellowship, given that three University holidays occur in the summer (Memorial Day, Juneteenth, and July 4<sup>th</sup>) and student workers are ineligible for holiday pay.

We are committed to providing equitable opportunities for students to work their full summer fellowship, if they choose to do so. For student researchers who are paid by payroll, faculty mentors are encouraged to make opportunities available for students to pursue research outside of the regular research period in order to be compensated at the full amount of their research fellowship, despite the University holidays.

Students can achieve this by working additional hours (8 hours for each holiday) at any point during their research period or during the two weeks after their research period ends, so long as all work is completed by August 20<sup>th</sup> (and for grant-funded students, the two additional weeks are within the grant award period). The work must be related to the student's research fellowship, but it does not need to be conducted on campus or under their faculty member's daily supervision. For example, students might complete a mid-course report, assigned readings or written work, or prepare an end-of-summer research report or presentation. For A&S students who are required to participate in the A&S Research Symposium, students might undertake preparations for that presentation after they have left campus, so long as that work is completed within two weeks of their research period ending and is reported on their web-time entry by August 22<sup>nd</sup>. Faculty members who are providing summer research opportunities for students from a grant may make similar opportunities available to those students at the faculty member's discretion.

All students, regardless of the method of payment (stipend or payroll) must accurately report their hours. Stipend-paid students will report at the beginning and the end of the summer. Payroll students will submit their time bi-weekly. Any reported hours must be complete within two weeks of the conclusion of their research fellowship period and no later than August 20<sup>th</sup>. Students should not exceed 400 hours or the total number of hours for which their fellowship was awarded (whichever is less).

If you have questions about how to ensure your students are able to take full advantage of their research fellowship while also enjoying the University's three summer holidays, please contact Lori Schuyler at [lschuyle@richmond.edu](mailto:lschuyle@richmond.edu) or Laurie Melville at [lmelvill@richmond.edu](mailto:lmelvill@richmond.edu).